

NOTAM ENTRY SYSTEM

READY REFERENCE GUIDE

Version 1.0

12/01/2003

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Purpose	To assist authorized users in the proper operation of the NOTAM Entry System (NES).
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Overview	<p>The NES was created in order to enable authorized users to input new NOTAMs using a web browser, which will be sent to the USNS when approved. Specialists at the USNOF review and/or edit the NOTAM drafts and perform one of the following actions:</p> <ul style="list-style-type: none">• Send the draft to USNS in order to obtain official NOTAM issuance.• Reject the draft and send the draft back to the author.
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Additional Help	If you need assistance with NES contact Technical Support at 1-866-466-1336 or send an email to 7-AWA-NAIMES@faa.gov .
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Requesting and Installing a Certificate

Procedure

Note: You must first obtain and install a NES client certificate in your web browser in order to access the NOTAM Entry System. You only need to complete these steps once for each branch.

Perform the following steps in order to request and install a certificate:

STEP	ACTION
1	Log on to Windows from a designated workstation.
2	Open the web browser and go to the address https://www.nescert.notams.faa.gov The page displays as shown in Figure 1.
3	Click the Request Certificate link.
4	Contact the US NOTAM Office at 1-888-USNOTAM (1-888-876-6826). A NOTAM specialist will supply you with the branch identifier. Enter all the fields on the form. If you are using Internet Explorer select "Microsoft Strong Cryptographic Provider" for the Cryptographic Provider. If you are using Netscape select "1024 (High Grade)" for the Key Length. Click the Submit button as shown in Figure 2.
5	Remember the request identifier from the confirmation screen.
6	Ask the NOTAM specialist to approve your certificate request.
7	Once your request is approved a certificate will be issued to you. Click the Install tab and click the Install Approved Certificate link. Enter your Request Identifier from the confirmation screen from step 5 and click the Submit button as shown in Figure 3.
8	Click on the Issued Certificate link as shown in Figure 4.
9	Scroll to the bottom of the page and click the Import Certificate button to install the certificate to your browser.

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Requesting and Installing a Certificate (*continued*)

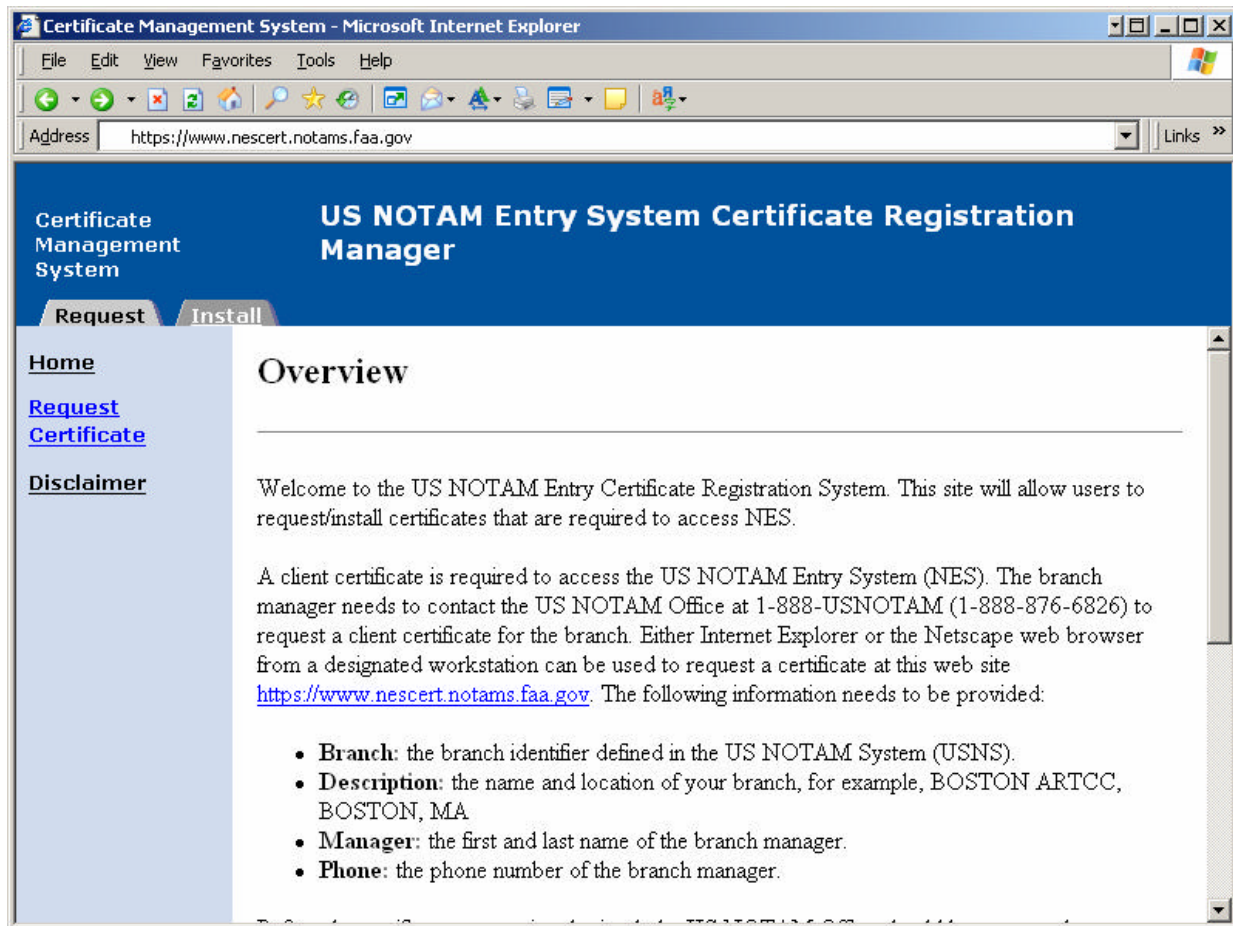


Figure 1 - Certificate Registration Manager

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Requesting and Installing a Certificate (*continued*)

The screenshot shows a web browser window titled "Certificate Management System - Microsoft Internet Explorer". The address bar displays "https://www.nescert.notams.faa.gov". The page has a blue header with the text "Certificate Management System" and "US NOTAM Entry System Certificate Registration Manager". Below the header, there are two tabs: "Request" (selected) and "Install". On the left side, there is a navigation menu with links: "Home", "Request Certificate" (highlighted in blue), and "Disclaimer". The main content area is titled "Request Certificate" and contains a form with the following fields:

- Branch: (Call US NOTAM OFFICE)
- Description: (Branch Name, City, State)
- Manager: (Firstname Lastname)
- Phone: (nnn-nnn-nnnn)

Below the form fields, there is a text prompt: "Please select **Microsoft Strong Cryptographic Provider** below."

The "Cryptographic Provider:" dropdown menu is set to "Microsoft Strong Cryptographic Provider". At the bottom right of the form, there are three buttons: "Submit", "Reset", and "Help".

Figure 2 - Request Certificate Form

Continued on next page

Requesting and Installing a Certificate (*continued*)

The screenshot shows a Microsoft Internet Explorer window titled "Certificate Management System - Microsoft Internet Explorer". The address bar displays "https://www.nescert.notams.faa.gov". The page has a blue header with the text "Certificate Management System" on the left and "US NOTAM Entry System Certificate Registration Manager" on the right. Below the header, there are two tabs: "Request" and "Install". The "Install" tab is active. On the left side of the page, there is a vertical menu with links: "Install", "Approved", "Certificate", "Import CA", "Certificate", and "Chain". The main content area is titled "Check Request Status" and contains the text: "Verify that your certificate has been approved by entering your requested ID number and clicking 'Submit'". Below this text, there is a radio button selected, followed by the text "Enter a request identifying number (in decimal form).". Underneath, there is a label "Request identifier:" followed by a text input field. At the bottom right of the form, there is a "Submit" button.

Figure 3 - Install Approved Certificate

Continued on next page

Requesting and Installing a Certificate (*continued*)

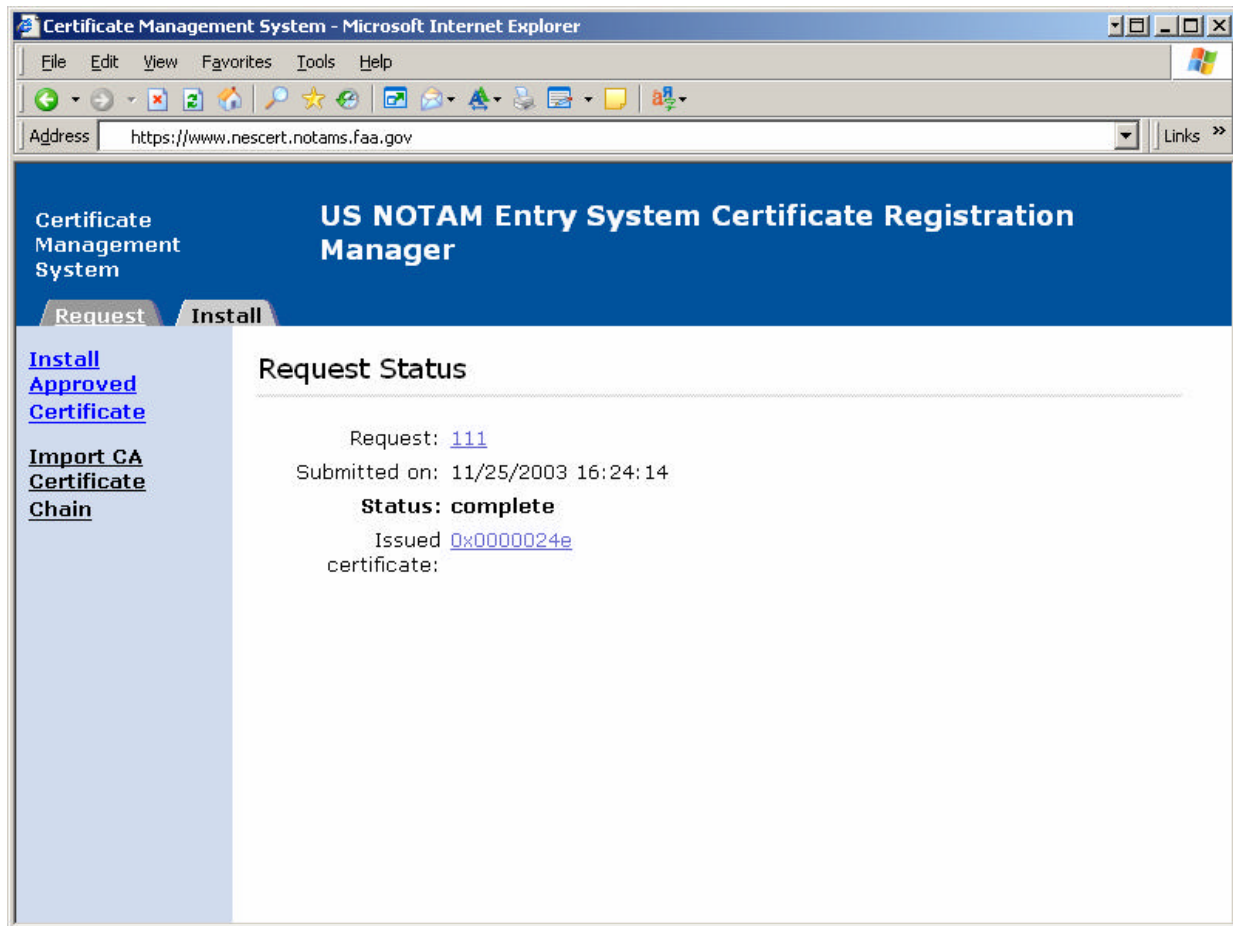


Figure 4 - Install Certificate

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Requesting and Installing a Certificate (*continued*)

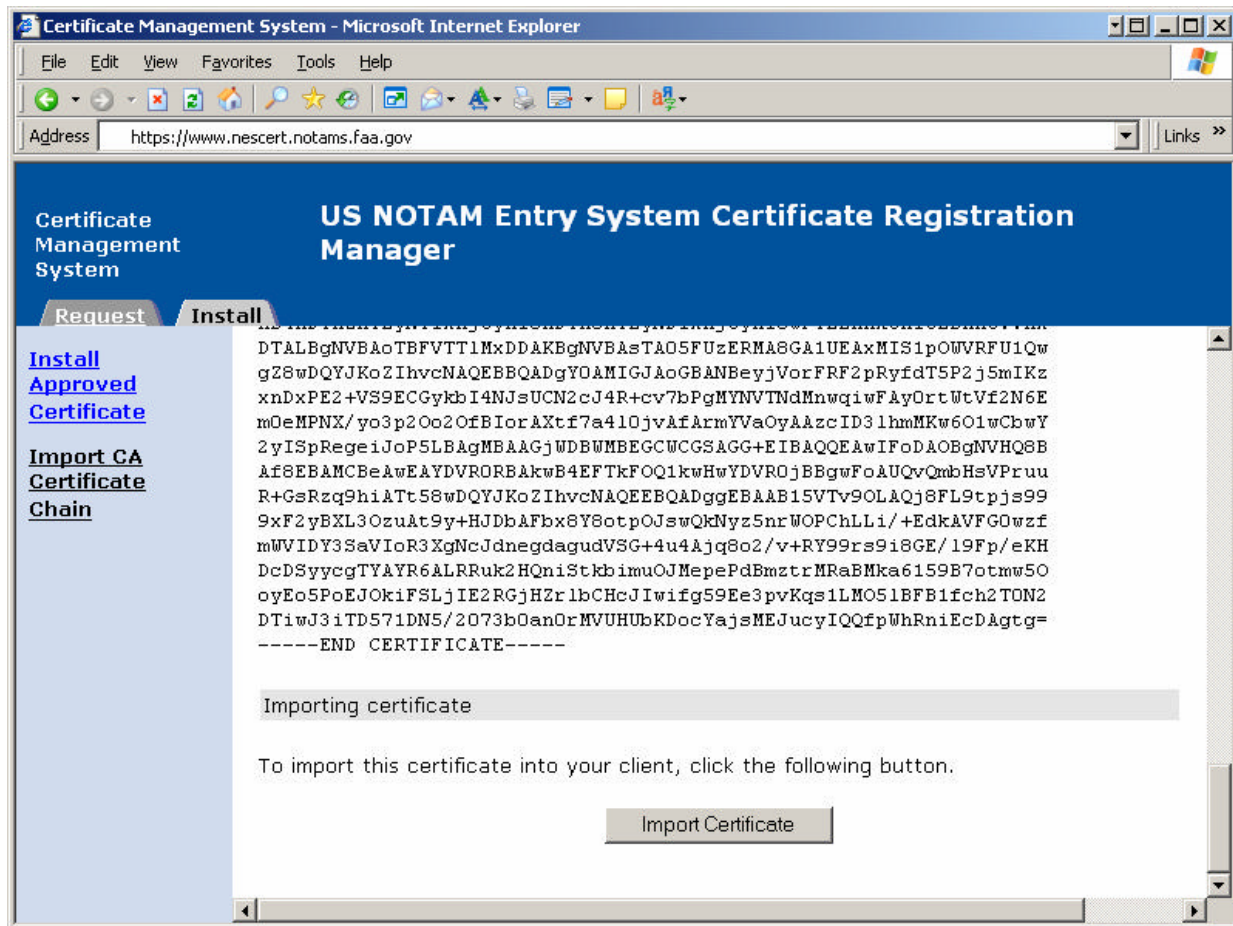


Figure 5 - Import Certificate

Registering for the NOTAM Entry System

Procedure

Perform the following steps in order to register for the NOTAM Entry System (NES):

STEP	ACTION
1	Log on to Windows at a workstation that has the client certificate installed.
2	Open the web browser and go to the address https://www.nes.notams.faa.gov If a window prompts you for Client Authentication, as shown in Figure 7, select your certificate and click OK. The NES Logon page displays as shown in Figure 8.
3	The system will automatically detect your branch from the client certificate.
4	If you have never registered to use NES please register now.
5	Click the Register User link on the navigation bar on the left side of the page.
6	Type your name in the User Name field.
7	Type your two letter initials in the User Initials field.
8	Type your phone number in the Phone field.
9	Type a password in the Password field and Re-Type it to confirm.
10	Click the Register button.

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Registering for the NOTAM Entry System (*continued*)

NOTAM Entry System User Registration

Branch KZDCTEST

User Name (firstname lastname)

User Initials

Phone (nnn-nnn-nnnn)

Password

Re-Type Password

Passwords must be at least 8 characters long. In addition, passwords must contain at least 3 of the following 4 characteristics:

2 or more numeric characters	0 - 9
2 or more upper-case non-numeric characters	A - Z
2 or more lower-case non-numeric characters	a - z
1 or more special characters	@, #, \$, %, !, etc.

Figure 6 - User Registration

Accessing the NOTAM Entry System

Procedure

Note: You must first obtain and install a NES client certificate in your web browser in order to access the NOTAM Entry System. Please refer to the instructions for requesting and installing a client certificate for NES.

Perform the following steps in order to access the NOTAM Entry System *only* if you already have a NES client certificate installed:

STEP	ACTION
1	Log on to Windows at a workstation that has the client certificate installed.
2	Open the web browser and go to the address https://www.nes.notams.faa.gov If a window prompts you for Client Authentication, as shown in Figure 7, select your certificate and click OK. The NES Logon page displays as shown in Figure 8.
3	The system will automatically detect your branch from the client certificate.
4	If you have never registered to use NES please complete the steps listed in the Registering for the NOTAM Entry System section before continuing.
5	Type your two-character operational initials in the User Initials field and type your password in the Password field as shown in Figure 8.
6	Click the Submit button.

The NES Logon page redisplay with the message **Logon successful, welcome [User Name]!**

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Accessing the NOTAM Entry System (*continued*)

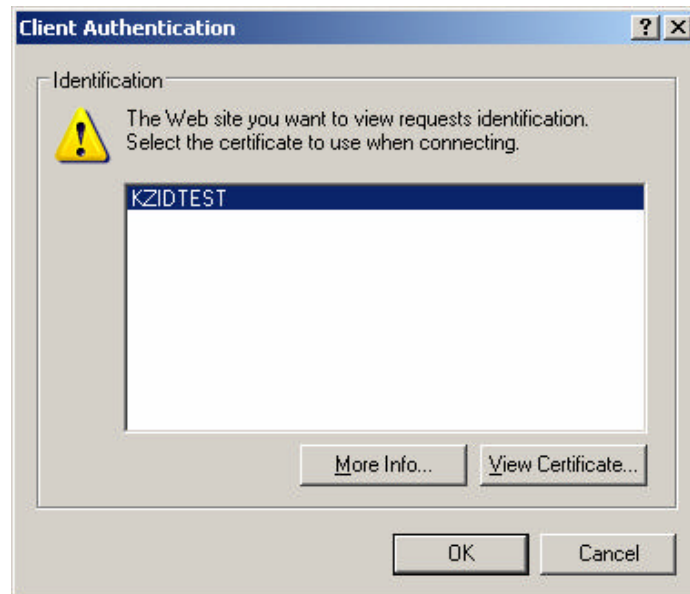


Figure 7 - Select Client Certificate

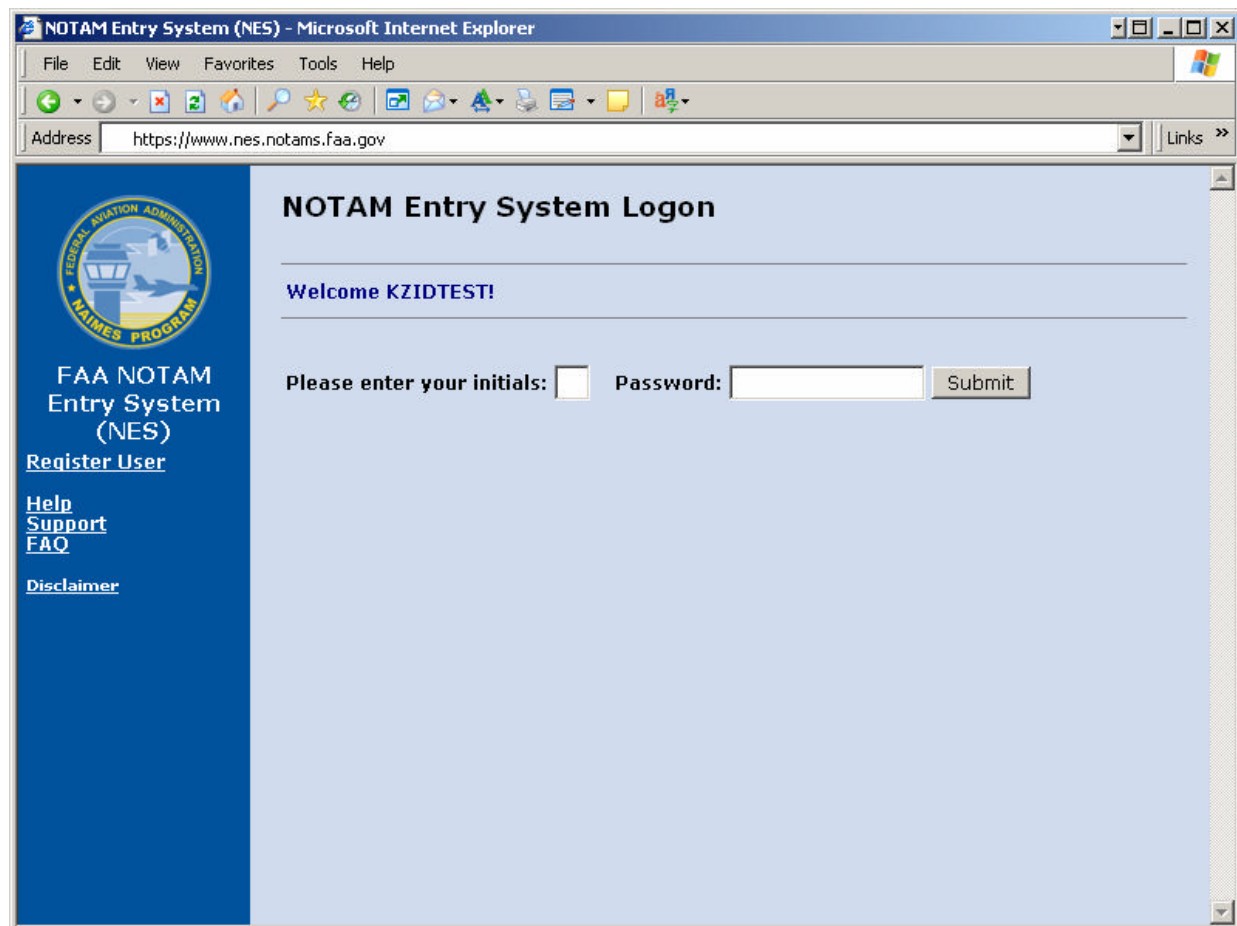


Figure 8 - Logon to NES

Modifying Your Profile

Procedure

Perform the following steps in order to update your user profile:

STEP	ACTION
1	Click the User Profile link on the navigation bar on the left side of the page.
2	To change your telephone number, enter the new number in the Phone field.
3	Click the Update Record button.

Your user profile will be updated to reflect your changes.

NOTAM Entry System (NES) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nes.notams.faa.gov> Links >>

FAA NOTAM Entry System (NES)

Welcome KZIDTEST (JU)

[User Profile](#)

[91.137 Form](#)
[Draft NOTAM](#)
[ICAO Form](#)

[Work List](#)
[NOTAM List](#)

[Location Lookup](#)
- [Encode](#)
- [Decode](#)

[Help](#)
[Support](#)
[FAQ](#)
[Disclaimer](#)

NOTAM Entry System User Profile

Branch: KZIDTEST
User Name: JOE USER
User Initials: JU
Phone: 111-222-3333 (nnn-nnn-nnnn)
Change Password: [Click Here](#)

Figure 9 - User Profile

Changing Your Password

Procedure

Perform the following steps in order to update your user profile:

STEP	ACTION
1	Click the User Profile link on the navigation bar on the left side of the page.
2	Click the change password Click Here link.
3	Enter your old password, new password, and re-type your new password as shown in Figure 10.
4	Click the Change Password button.

Your password will be updated to reflect your changes.

Figure 10 - Change Password

Creating and Editing NOTAM Drafts

Overview

You can perform many tasks when maintaining your NOTAM drafts. These tasks, documented in this section of the reference guide, include the following:

- Creating a NOTAM draft
 - Previewing a NOTAM draft
 - Printing a NOTAM draft
 - Clearing the information for a NOTAM draft
 - Deleting a NOTAM draft
 - Submitting a NOTAM draft to USNOF
-

Creating a NOTAM Draft

Overview

Each NOTAM draft is assigned a work number when you enter the draft into NES for the first time. The work number is in the format of *yy-nnnnnn*, where *yy* is the last 2-digits of the current year, and *nnnnnn* is a 6-digit number. The work number is not the NOTAM number. The work number is only used internally by NES.

There are two ways to create a NOTAM draft:

- Using forms
- Using templates

Procedure

Perform the following steps in order to create a NOTAM draft:

STEP	ACTION
1	<p>If a form is available for the draft you want to enter (for example 91.137), click the Form's link on the navigation bar on the left side of the page, as shown in Figure 11.</p> <p>Otherwise click the Draft NOTAM link on the navigation bar on the left side of the page, as shown in Figure 11.</p>

The Form's page or the Draft NOTAM page will display.

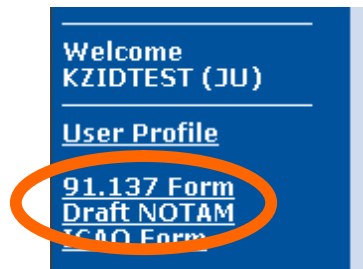


Figure 11 - Links for Using Forms or Templates to Enter a NOTAM Draft

Using Forms

Procedure Perform the following steps in order to create a NOTAM draft using a form:

STEP	ACTION
1	Click the link for a Form on the navigation bar on the left side of the page. For example click the 91.137 Form link. The 91.137 Worksheet Form page displays as shown in Figure 12.
2	Enter the requested information.
3	Click the Save button.
4	Click the Preview button to see how the draft will look like when it is submitted.

When you clicked the **Save** or **Preview** button NES will automatically validate the format of the data you entered. NES will display any errors that it finds and ask you to correct them. A draft containing errors will not be saved. A valid draft will be saved and assigned a work number.

The screenshot shows the '91.137 Form' page in the NOTAM Entry System (NES) web application. The browser window title is 'NOTAM Entry System (NES) - Microsoft Internet Explorer'. The address bar shows 'https://www.nes.notams.faa.gov'. The page has a blue sidebar on the left with the FAA logo and navigation links: 'Welcome KZIDTEST (JU)', 'User Profile', '91.137 Form Draft NOTAM ICAO Form', 'Work List NOTAM List', 'Location Lookup - Encode - Decode', 'Help Support FAQ', and 'Disclaimer'. The main content area is titled '91.137 Form' and shows 'Work Number: not assigned' and 'Work State: Initial draft'. There are three radio button options for selecting a reason: 91.137(A)(1) For toxic gas/fuel/nuclear spills/rescue operation of explosives on board or top secret flight and actual or possible volcanic eruption/hijackings, 91.137(A)(2) For forest fires, spraying activities and general rescue operations, and 91.137(A)(3) Special events that may generate a high degree of public interest. Note: Sport events must contact ATP-320. Each option has a 'Select' link and a text input field for a reason. The first option is selected.

Figure 12 – Example: 91.137 Worksheet Form

Using Templates

Procedure

Perform the following steps in order to create a NOTAM draft using a template:

STEP	ACTION
1	Click the Draft NOTAM link on the navigation bar on the left side of the page. The Draft NOTAM page displays. The NOTAM text field is automatically populated with the text string <i>!FDC Y/NNNN LOC FI/T</i> .
2	Select a template from the drop-down list of available templates, which is located to the left of the Apply Template button, as shown in Figure 13.
3	Click the Apply Template button. The text field is automatically populated with the default text string for the template you selected. The message Template applied displays at the top of the page.
4	Start editing this text string by changing <i>LOC</i> to a location. When using a template the third word <i>must</i> be a location identifier. The LOC is validated by NES. Then type any additional information in the text field for the NOTAM. Note: Some templates contain the parameter <i>Y/NNNN</i> . This parameter denotes the NOTAM number, which is assigned once the draft is approved and entered into USNS. Do <i>not</i> modify this parameter.
5	Click the Save as Draft button or the Preview button.

If you clicked the **Save as Draft** button, the Draft NOTAM page redisplay with a work number in the **Work number** field. The **Work State** field contains the value *Initial draft*. The message **[work number] saved** displays on the top of the page.

If you clicked the **Preview** button, the Draft NOTAM – Preview page displays with a work number in the **Work number** field, followed by the state (*Initial draft*).

Note: The author and approver information is automatically appended to the NOTAM text as comments when you submit the draft.

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Using Templates (*Continued*)

NOTAM Entry System (NES) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nes.notams.faa.gov> Links >>

Draft NOTAM

Work Number: not assigned W draft

AVN
AVN-UAR
AVN-USD
FDC-CANCEL
UAR/CNL
USD/CNL

Apply Template

!FDC Y/NNNN LOC FI/T

AUTHOR COMMENTS:
USNOF COMMENTS:

FAA NOTAM Entry System (NES)

Welcome KZIDTEST (EE)

User Profile

91.137 Form
Draft NOTAM
ICAO Form

Work List
NOTAM List

Location Lookup
- Encode
- Decode

Help
Support
FAQ

Disclaimer

Figure 13 - Templates Drop-down List

Entering a Draft to cancel one or more NOTAM(s)

Overview You need to know the NOTAM number in order to cancel the NOTAM.

Procedure Perform the following steps in order to cancel a NOTAM draft:

STEP	ACTION
1	Click the Draft NOTAM link on the navigation bar on the left side of the page.
2	<p>Enter the information specified below in the text field for one of the following NOTAM types:</p> <ul style="list-style-type: none">• FDC NOTAM – Type the text string <i>!FDC Y/NNNN FDC CANCEL X/XXXX LOC</i>, where <i>X/XXXX</i> is the NOTAM number and <i>LOC</i> is the location. You can enter multiple cancellations in the form <i>!FDC Y/NNNN FDC CANCEL X/XXXX LOC X/XXXX LOC X/XXXX LOC</i>• Domestic NOTAM – Type the text string <i>!ABC CXX/XXX</i>, where <i>ABC</i> is the accountability ID and <i>XX/XXX</i> is the NOTAM number and <i>LOC</i> is the location. To enter multiple cancellations type <i>!ABC CXX/XXX</i> on each line. <p>Note: <i>Y/NNNN</i> denotes the NOTAM number, which is assigned once the draft is approved and entered into USNS. Do <i>not</i> modify this parameter.</p>
3	Click the Save as Draft button or the Preview button.

If you clicked the **Save as Draft** button, the Draft NOTAM page redisplay with a work number in the **Work number** field. The **Work State** field contains the value *Initial draft*. The message **[work number] saved** displays on the top of the page.

If you clicked the **Preview** button, the Draft NOTAM – Preview page displays with a work number in the **Work number** field, followed by the state (*Initial draft*).

Note: The author and approver information is automatically appended to the NOTAM text as comments when you submit the draft.

Adding Comments

Overview

You can use the comments field to enter additional information that is not part of the NOTAM text. When you send the draft to USNOF, the work number, author, and author's branch manager name are appended to the NOTAM text as comments.

In addition, the entry time, expire time, and comments are appended when the draft is sent to USNS. Comments appended to the NOTAM text are denoted by the symbols ^^.

Procedure

Perform the following steps in order to add comments to your NOTAM draft:

STEP	ACTION
1	Type your comments in the AUTHOR COMMENTS field.
2	Click the Save as Draft button or the Preview button.

If you clicked the **Save as Draft** button, the Draft NOTAM page redisplay with the comments you added. The message **[work number] saved** displays at the top of the page.

If you clicked the **Preview** button, the Draft NOTAM Preview page displays with the comments you added, as shown in Figure 14.

Note: You only enter your comments in the **AUTHOR COMMENTS** field. The USNOF specialist uses the **USNOF COMMENTS** field to inform you of problems with a rejected NOTAM draft.

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Adding Comments (Continued)

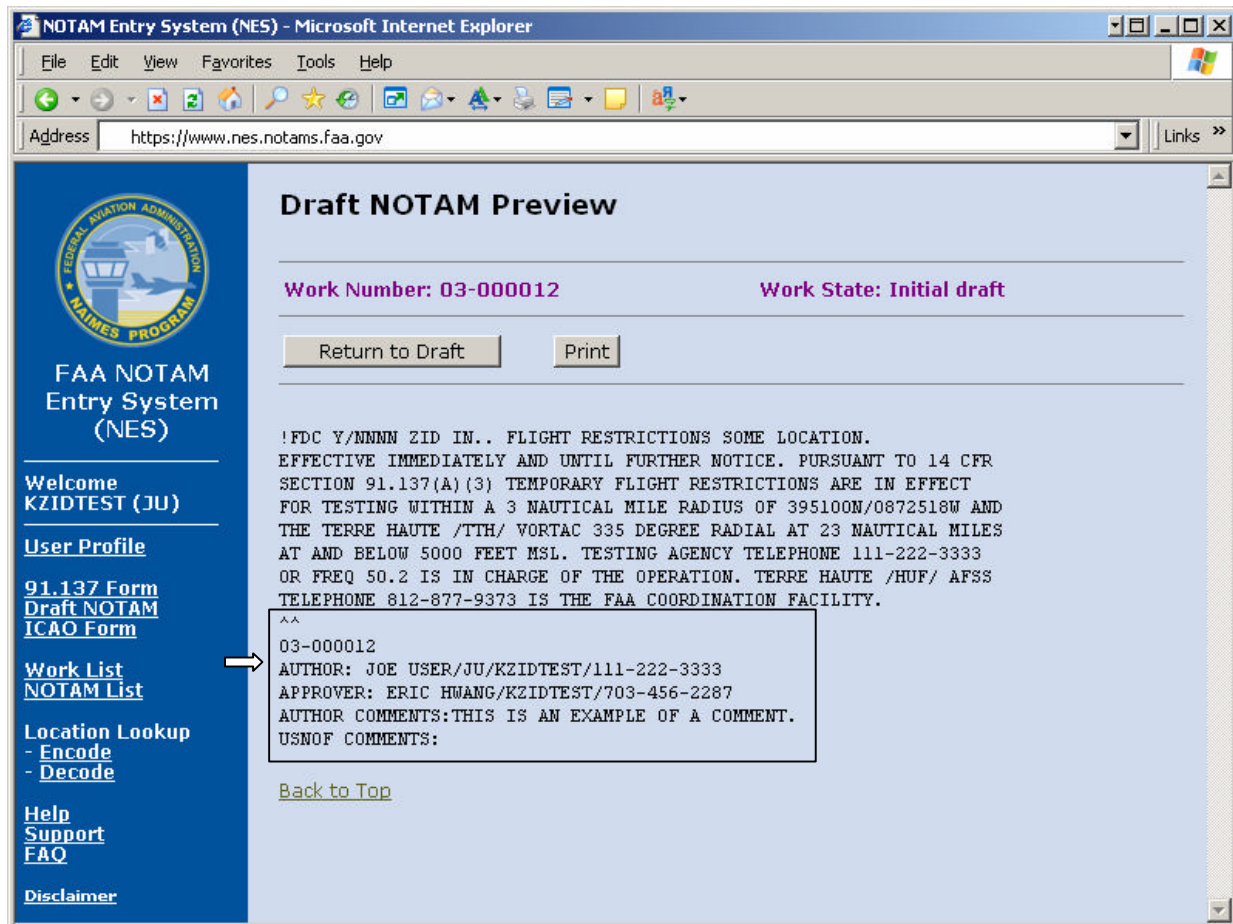


Figure 14 - Draft NOTAM Preview Page with Comments Added

Specifying Effective Time (WEF) and Expire Time (TIL)

Overview If your NOTAM requires an effective time (WEF) and/or an expire time (TIL), make your WEF and TIL entries in the **AUTHOR COMMENTS** field.

Procedure Perform the following steps in order to identify a WEF and/or a TIL:

STEP	ACTION
1	Type the WEF and/or TIL in the AUTHOR COMMENTS field in the following format: <ul style="list-style-type: none">• WEF YYMMDDTTTT• TIL YYMMDDTTTT YY is the last two-digits of the year, MM is the month, DD is the date, and TTTT is the time.
2	Click the Save as Draft button or the Preview button.

If you clicked the **Save as Draft** button, the Draft NOTAM page redisplay with the WEF and/or TIL you added, as shown in Figure 15.

If you clicked the **Preview** button, the Draft NOTAM Preview page displays with the WEF and/or TIL you added.

Continued on next page

Specifying Effective Time (WEF) and Expire Time (TIL) (Continued)

The screenshot shows the NOTAM Entry System (NES) interface in Microsoft Internet Explorer. The browser window title is "NOTAM Entry System (NES) - Microsoft Internet Explorer". The address bar shows "https://www.nes.notams.faa.gov". The page title is "Draft NOTAM".

On the left side, there is a blue sidebar with the FAA NOTAM Entry System (NES) logo and the following links:

- Welcome KZIDTEST (JU)
- User Profile
- 91.137 Form
- Draft NOTAM
- ICAO Form
- Work List
- NOTAM List
- Location Lookup
 - Encode
 - Decode
- Help
- Support
- FAQ
- Disclaimer

The main content area displays the draft NOTAM details:

Work Number: 03-000324 **Work State:** Initial draft

The NOTAM text is displayed in a monospaced font:

```
!USD Y/NNNN SAN BORDER THREE DEPARTURE, JULIAN TRANSITION:  
MINIMUM ALTITUDE BROWS, INT TO GMN VORTAC 8000 FT.
```

At the bottom of the main content area, there are two comment fields:

AUTHOR COMMENTS: WEF 0311211800 TIL 0311221000

USNOF COMMENTS:

Figure 15 - Draft NOTAM Page with WEF and TIL Added to Comments

Previewing a NOTAM Draft

Overview

You can preview a NOTAM draft either before or after you save the draft. If you preview the NOTAM draft before you click the **Save as Draft** button, the draft is automatically saved when you preview it.

Procedure

Perform the following steps in order to preview an existing NOTAM draft:

STEP	ACTION
1	Click the Preview button.

- The Draft NOTAM Preview page displays the draft, as shown in Figure 16.

The screenshot shows a web browser window titled "NOTAM Entry System (NES) - Microsoft Internet Explorer". The address bar shows "https://www.nes.notams.faa.gov". The page content is titled "Draft NOTAM Preview". On the left is a blue sidebar with the FAA logo and navigation links: "Welcome KZIDTEST (JU)", "User Profile", "91.137 Form", "Draft NOTAM", "ICAO Form", "Work List", "NOTAM List", "Location Lookup", "Encode", "Decode", "Help", "Support", "FAQ", and "Disclaimer". The main content area displays the draft details: "Work Number: 03-000012" and "Work State: Initial draft". Below these are "Return to Draft" and "Print" buttons. The NOTAM text is as follows: "1FDC Y/MNNN ZID IN.. FLIGHT RESTRICTIONS SOME LOCATION. EFFECTIVE IMMEDIATELY AND UNTIL FURTHER NOTICE. PURSUANT TO 14 CFR SECTION 91.137(A)(3) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT FOR TESTING WITHIN A 3 NAUTICAL MILE RADIUS OF 395100N/0872518W AND THE TERRE HAUTE /TTH/ VORTAC 335 DEGREE RADIAL AT 23 NAUTICAL MILES AT AND BELOW 5000 FEET MSL. TESTING AGENCY TELEPHONE 111-222-3333 OR FREQ 50.2 IS IN CHARGE OF THE OPERATION. TERRE HAUTE /HUF/ AFSS TELEPHONE 812-877-9373 IS THE FAA COORDINATION FACILITY. ^^ 03-000012 AUTHOR: JOE USER/JU/KZIDTEST/111-222-3333 APPROVER: ERIC HWANG/KZIDTEST/703-456-2287 AUTHOR COMMENTS:THIS IS AN EXAMPLE OF A COMMENT. USNOF COMMENTS: Back to Top".

Figure 16 - Draft NOTAM Preview

Printing a NOTAM Draft

Overview You can only print a NOTAM draft from the Draft NOTAM Preview page.

Procedure Perform the following steps in order to print a NOTAM draft:

STEP	ACTION
1	Click the Preview button. The Draft NOTAM – Preview page displays with the draft you selected.
2	Click the Print button.

The NOTAM draft prints on the printer you specified.

Clearing the Information for a NOTAM Draft

Procedure The clear form function only applies to Initial drafts created using the **Draft NOTAM** form.

Perform the following steps in order to clear the information you entered for a NOTAM draft:

STEP	ACTION
1	Click the Clear Form button.
2	Click the OK button in the confirmation popup, shown in Figure 18.

The information for the NOTAM draft is removed. The Draft NOTAM page redisplayes with the message **Record cleared**. The NOTAM text field is automatically populated with the text string *!FDC Y/NNNN LOC FI/T*.

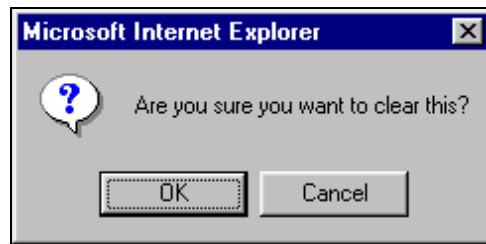


Figure 18 - Confirmation Popup for the Clear Form Function

Deleting a NOTAM Draft

Procedure Perform the following steps in order to remove a NOTAM draft:

STEP	ACTION
1	Click the Delete button.
2	Click the OK button in the confirmation popup, shown in Figure 19.

The NOTAM draft is deleted.

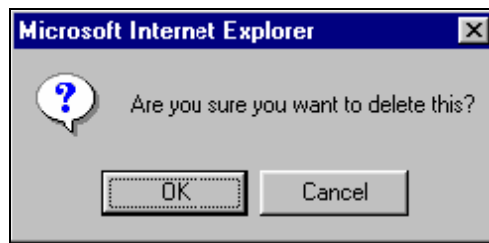


Figure 19 - Confirmation Popup for the Delete Function

Submitting a NOTAM Draft to USNOF

Overview Once you submit a NOTAM draft to USNOF, you can no longer edit the draft. You need to be sure that you use the **Save as Draft** button whenever you make modifications until you are sure you have made all the necessary changes. Once you submit a NOTAM draft to USNOF, you can only view or delete the draft.

Procedure Perform the following steps in order to submit a NOTAM draft to specialists at the USNOF for review and/or edit:

STEP	ACTION
1	Click the Submit to USNOF button.
2	Click the OK button in the confirmation popup, shown in Figure 20.

The NOTAM draft is submitted to USNOF.

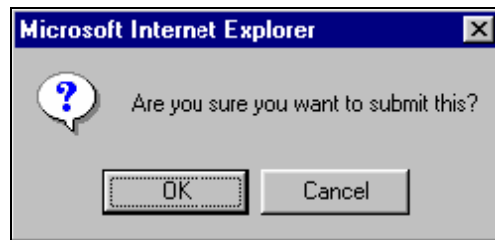


Figure 20 - Confirmation Popup for the Submit to USNOF Function

Checking and/or Modifying Drafts in Your Work List

Overview

The Work Lists page displays as shown in Figure 21. Your work list displays grouped in the following categories:

- Initial draft
- Drafts Pending edit/review by USNOF
- Drafts Pending entry into USNS

The Work List page will show all drafts being worked on by users in your branch. The **Author** field shows your branch ID and the **AI** (author's initials) field shows the initials of the user who last worked on the draft.

Procedure

Perform the following steps in order to view the NOTAM drafts in your work list:

STEP	ACTION
1	Click the Work List link on the navigation bar on the left side of the page.

NOTAM Entry System (NES) - Microsoft Internet Explorer

Address: <https://www.nes.notams.faa.gov>

Work Lists for KZIDTEST

Current as of 2003/11/20 19:34:48 UTC [Refresh]

Initial drafts

Work Number	Author	AI	Draft Date	Text
03-000324	KZIDTEST	EE	0311201804	LOC FI/T
03-000325	KZIDTEST	EE	0311201808	ZID IN.. FLIGHT RESTRICTIONS
03-000327	KZIDTEST	JU	0311201849	LOC FI/T MULTI-PART EXAMPLE

Drafts pending edit/review by USNOF

Work Number	Author	Draft Date	Last Modified	Entry	Text
03-000326	KZIDTEST	0311201932	0311201932	-	ZID IN.. FLIGHT RESTRICTIONS

Drafts pending entry into USNS

Work Number	Author	Draft Date	Approval Date	Entry	Text
03-000323	KZIDTEST	0311201715	0311201719	-	LOC FI/T ^^ 03-000323

FAA NOTAM Entry System (NES)

Welcome KZIDTEST (JU)

[User Profile](#)

[91.137 Form](#)
[Draft NOTAM](#)
[ICAO Form](#)

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[Disclaimer](#)

Figure 21 - Work List Page

Selecting Initial Drafts

Overview

You can modify or check on drafts that display in the *Initial draft* section of your work list.

NES allows multiple users to work together on a NOTAM draft. However only one user can work on a single draft at a time. NES keeps track of the initials of the last user that worked on a draft. This is shown in the AI (author's initials) column on the Work List, illustrated in Figure 21. When a user with different initials tries to work on the same draft, the user must **Take Over** the draft.

Procedure

Perform the following steps in order to view a draft in the *Initial draft* section of your work list:

STEP	ACTION
1	Click the Work List link on the navigation bar on the left side of the page. The Work Lists page displays.
2	Click the link in the Work Number field for the draft you want to modify or view in the <i>Initial draft</i> section.
3	If another user is already working on the draft you want to work on the system will ask whether you want to take ownership of the draft, as shown in Figure 22. Click the Take Over button if you want to continue and you are sure that another user is not already working on the same draft. Otherwise click the Back to Worklist button. Note: You should always coordinate with other users on who should be working on which draft.

The Draft NOTAM page displays with the draft you selected. The **Work State** field contains the value *Initial draft*, as shown in Figure 23. You can modify the draft if necessary.

Continued on next page

Selecting Initial Drafts *(continued)*

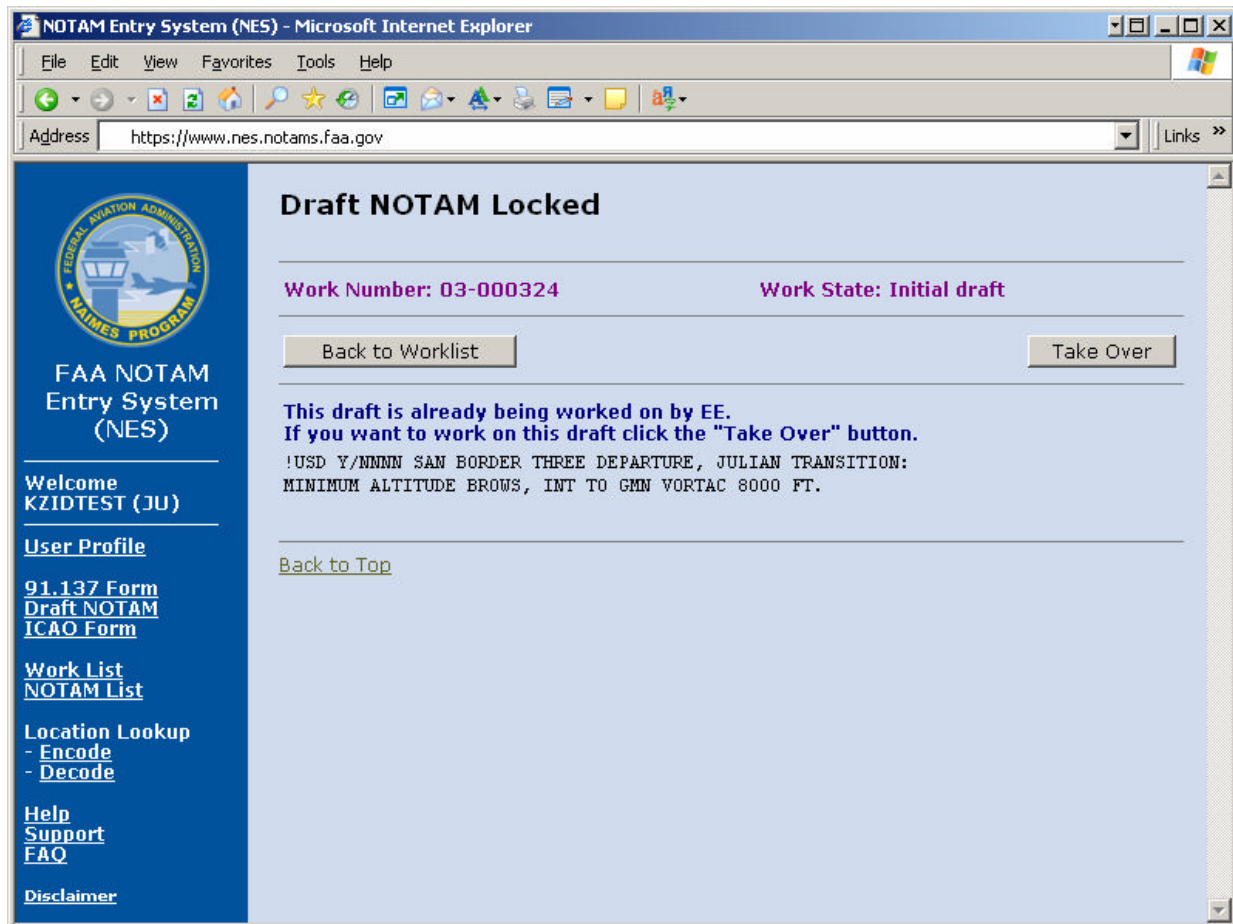


Figure 22 – Taking Over a Locked Draft

Continued on next page

Selecting Initial Drafts *(continued)*

The screenshot shows a Microsoft Internet Explorer window titled "NOTAM Entry System (NES) - Microsoft Internet Explorer". The address bar displays "https://www.nes.notams.faa.gov". The page content is divided into a left sidebar and a main area.

Left Sidebar (Blue background):

- FAA NOTAM Entry System (NES) logo (FAA logo with "HAIRIES PROGRAM" text)
- Welcome KZIDTEST (JU)
- User Profile
- 91.137 Form
- Draft NOTAM
- ICAO Form
- Work List
- NOTAM List
- Location Lookup
 - Encode
 - Decode
- Help
 - Support
 - FAQ
- Disclaimer

Main Area (Light Blue background):

Draft NOTAM

Work Number: 03-000324 Work State: Initial draft

!USD Y/NNNN SAN BORDER THREE DEPARTURE, JULIAN TRANSITION:
MINIMUM ALTITUDE BROWS, INT TO GMN VORTAC 8000 FT.

AUTHOR COMMENTS: TEMPORARY NAVAID RESTRICTION ON GMN VORTAC.
USNOF COMMENTS:

Figure 23 - Draft NOTAM Page with Initial Draft

Selecting Drafts Pending Edit and/or Review by US NOTAM Office (USNOF)

Overview You can only view or delete drafts that display in the *Drafts Pending edit/review by USNOF* section of your work list.

Procedure Perform the following steps in order to view a draft in the *Drafts Pending edit/review by USNOF* section of your work list:

STEP	ACTION
1	Click the Work List link on the navigation bar on the left side of the page. The Work Lists page displays.
2	Click the link in the Work Number field for the draft you want to view or delete in the <i>Drafts Pending edit/review by USNOF</i> section.

The Draft NOTAM page displays with the draft you selected. The **Work State** field contains the value *Pending edit/review by USNOF*, as shown in Figure 24. You can only **view** or **delete** the draft.

Note: The **Entry** and **Expire** fields do not display when you create a draft using the Draft NOTAM page, and only display once you submit your draft to USNOF. When USNOF reviews the draft, the NOTAM specialist enters the WEF and/or TIL you specified in the **AUTHOR COMMENTS** field into the **Entry** and **Expire** fields respectively.

Continued on next page

Selecting Drafts Pending Edit and/or Review by US NOTAM Office (USNOF) (continued)

NOTAM Entry System (NES) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nes.notams.faa.gov> Links >>

Draft NOTAM

Work Number: 03-000012 Work State: Pending edit/review by USNOF

!FDC Y/NNNN ZID IN.. FLIGHT RESTRICTIONS SOME LOCATION.
EFFECTIVE IMMEDIATELY AND UNTIL FURTHER NOTICE. PURSUANT TO 14 CFR
SECTION 91.137(A) (3) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT
FOR TESTING WITHIN A 3 NAUTICAL MILE RADIUS OF 395100N/0872518W AND
THE TERRE HAUTE /TTH/ VORTAC 335 DEGREE RADIAL AT 23 NAUTICAL MILES
AT AND BELOW 5000 FEET MSL. TESTING AGENCY TELEPHONE 111-222-3333
OR FREQ 50.2 IS IN CHARGE OF THE OPERATION. TERRE HAUTE /HUF/ AFSS
TELEPHONE 812-877-9373 IS THE FAA COORDINATION FACILITY.
^^^

03-000012
AUTHOR: JOE USER/JU/KZIDTEST/111-222-3333
APPROVER: ERIC HWANG/KZIDTEST/703-456-2287
AUTHOR COMMENTS: THIS IS AN EXAMPLE OF A COMMENT.
USNOF COMMENTS:

Entry: UTC Expire: UTC
(Leave blank for "Enter Immediately")

AUTHOR COMMENTS: THIS IS AN EXAMPLE OF A COMMENT

Figure 24 - Draft NOTAM Page with Pending Edit/Review by USNOF Draft

Selecting Drafts Pending Entry into the US NOTAM System (USNS)

Overview You can only view or delete drafts that display in the *Drafts Pending entry into USNS* section of your work list.

Procedure Perform the following steps in order to view a draft in the *Drafts Pending entry into USNS* section of your work list:

STEP	ACTION
1	Click the Work List link on the navigation bar on the left side of the page. The Work Lists page displays.
2	Click the link in the Work Number field for the draft you want to view or delete in the <i>Drafts Pending entry into USNS</i> section.

The Draft NOTAM Pending USNS Entry page displays with the draft you selected, as shown in Figure 25. You can only **view** or **delete** the draft.

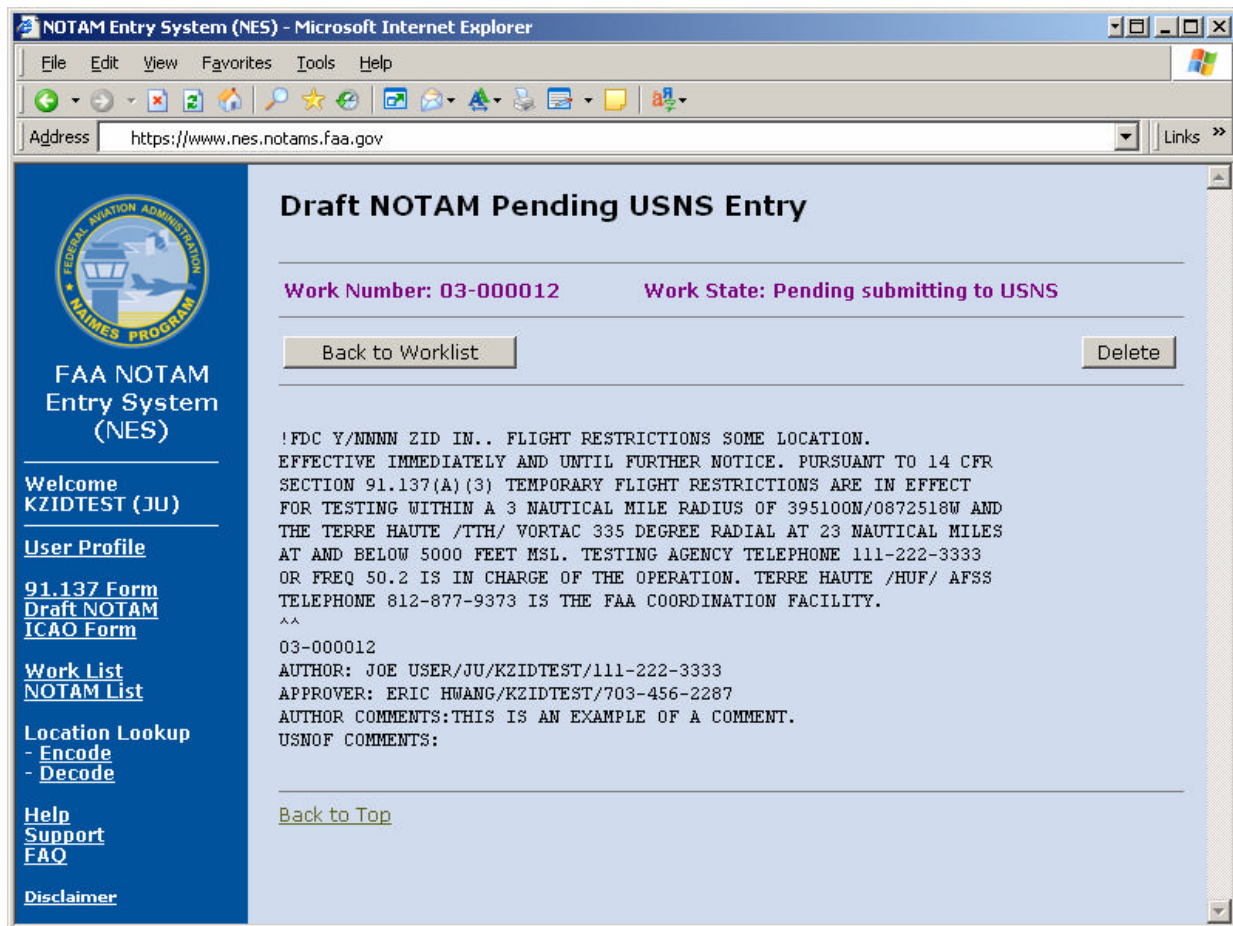


Figure 25 - Draft NOTAM Pending USNS Entry

Checking NOTAMs Submitted into the US NOTAM System

Procedure Perform the following steps in order to view NOTAMs submitted into the US NOTAM System from your branch during the past 7 days.

STEP	ACTION
1	Click the NOTAM List link on the navigation bar on the left side of the page.

The NOTAM Lists page displays as shown in Figure 26.

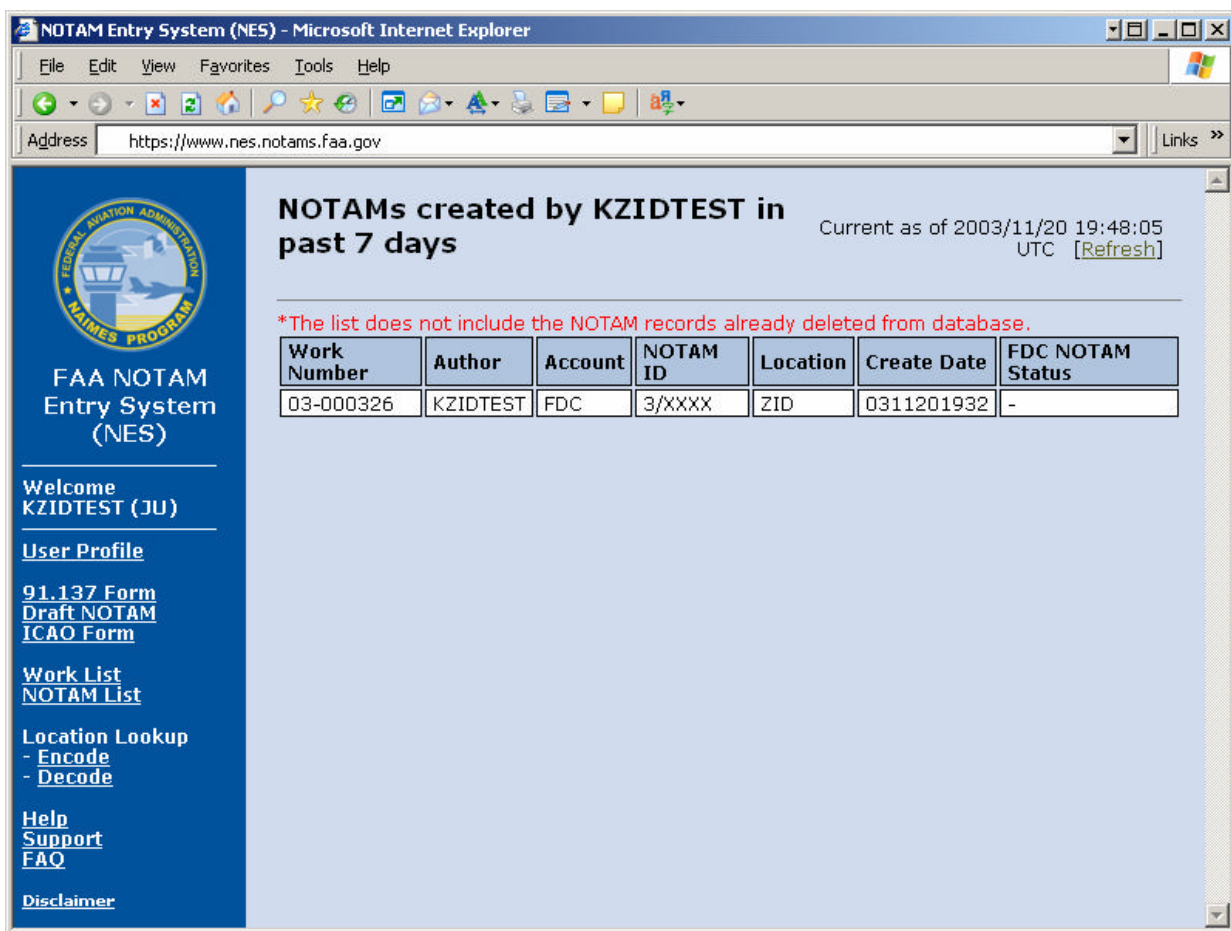


Figure 26 - NOTAM List

Determining a Location

Overview

NES provides the following functions to lookup location information:

- Encoding a location
 - Decoding a location identifier
-

Encoding a Location

Procedure

Perform the following steps in order to encode a location:

STEP	ACTION
1	Click the Location Lookup - Encode link on the navigation bar on the left side of the page. The location encoding page displays as shown in Figure 27.
2	Browse alphabetically for the location you want to encode.

Note that location encoding information is provided by FAA Air Traffic Publication 7350.7.

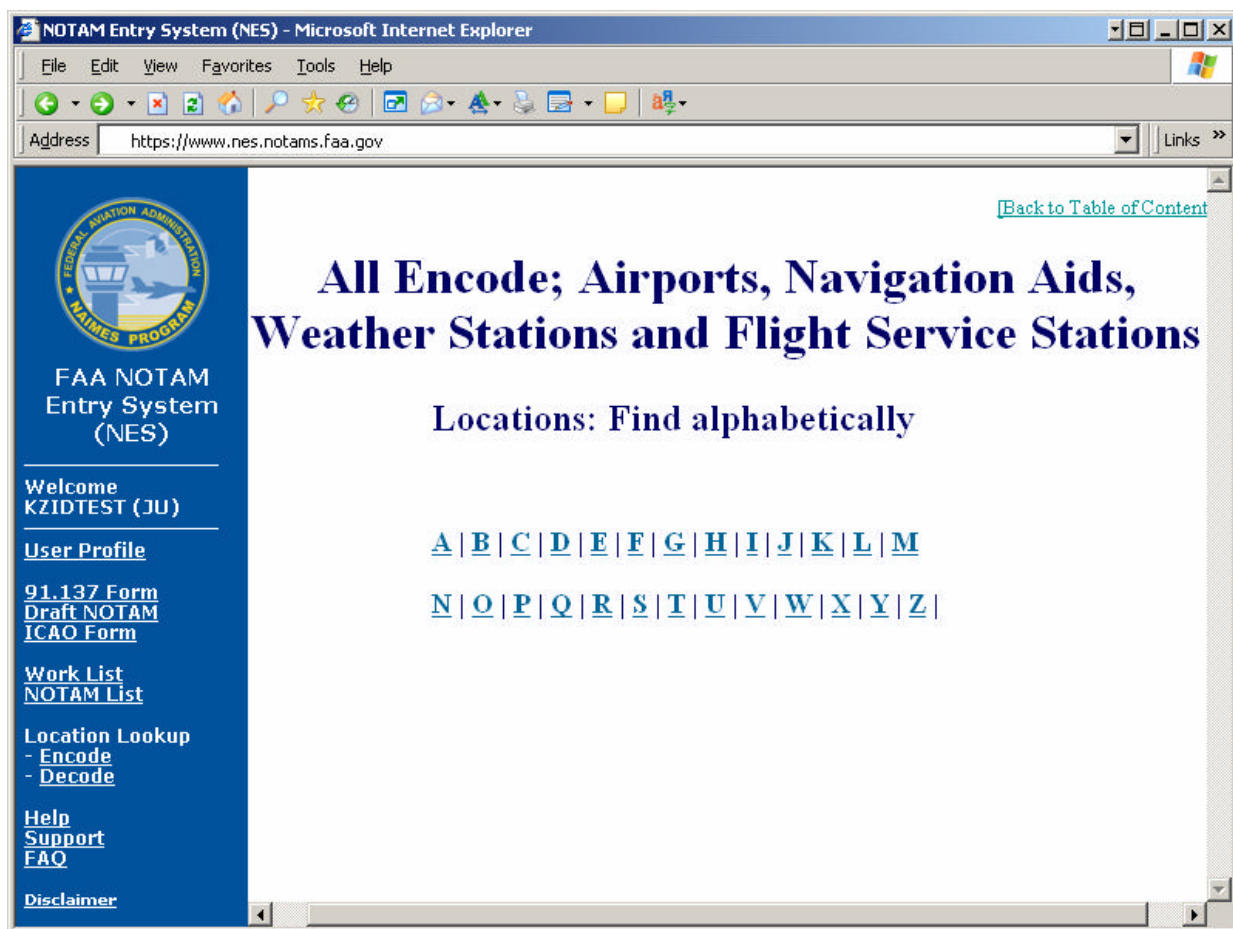


Figure 27 - Location Encoding

Decoding a Location Identifier

Procedure Perform the following steps in order to decode a location identifier:

STEP	ACTION
1	Click the Location Lookup - Decode link on the navigation bar on the left side of the page.
2	Type the domestic or International Civil Aviation Organization (ICAO) location ID in the Location ID field.
3	Click the Find location button.

If the location you entered is valid, the Location Lookup page redisplay, as shown in Figure 28, with the detailed information for the location you specified.

If the location you entered is not valid, the Location Lookup page redisplay with the error message **[Location name] not defined in USNS**.

NOTAM Entry System (NES) - Microsoft Internet Explorer

Address: https://www.nes.notams.faa.gov

Location Decoding

Location ID:

KIND

Domestic location	IND
ICAO location	KIND
Name	INDIANAPOLIS INTL
City	INDIANAPOLIS
State	IN
Country	United States
Longitude	W086173979
Latitude	N39430239

Left Sidebar:

- FAA NOTAM Entry System (NES)
- Welcome KZIDTEST (JU)
- User Profile
- 91.137 Form
- Draft NOTAM
- ICAO Form
- Work List
- NOTAM List
- Location Lookup
 - Encode
 - Decode
- Help
- Support
- FAQ
- Disclaimer

Figure 28 - Location Decode

Accessing Help

Overview

There are several help pages within NES. You can access the help pages at any time. You perform the following tasks to access the help pages, documented in this section of the reference guide:

- Viewing the Help page
 - Viewing the Support page
 - Viewing the FAQ page
-

Viewing the Help Page

Overview The Help page displays when you first log on to NES. You can also access the Help page at any time while you are logged on to NES.

Procedure Perform the following steps in order to access the Help page:

STEP	ACTION
1	Click the Help link on the navigation bar on the left side of the page.

The Help page displays as shown in Figure 29.

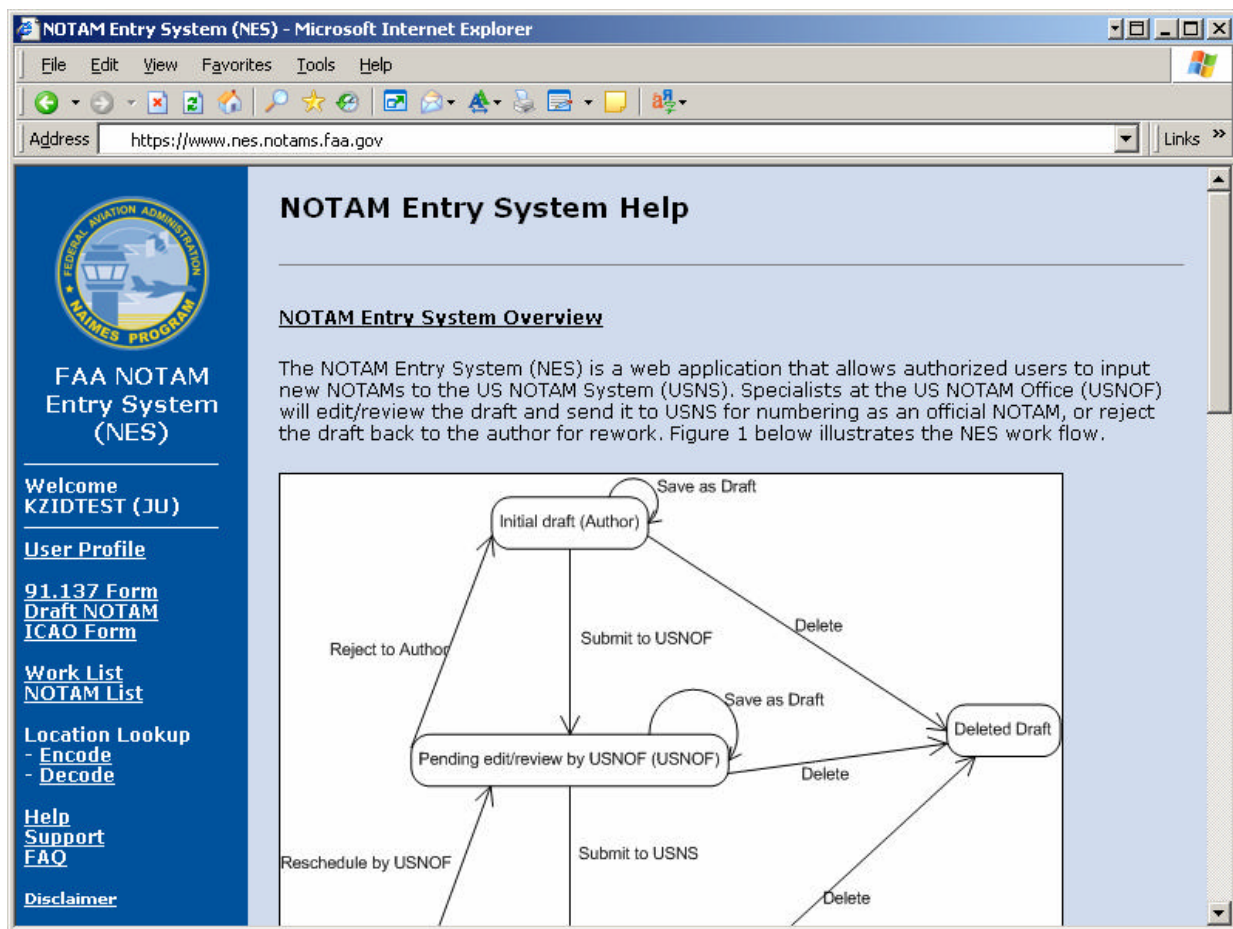


Figure 29 - Help

Viewing the Support Page

Overview The Support page contains the contact information for the US NOTAM Office and the Technical Support Desk.

Procedure Perform the following steps in order to access the Support page:

STEP	ACTION
1	Click the Support link on the navigation bar on the left side of the page.

The Support page displays as shown in Figure 30.



Figure 30 - Support

Viewing the FAQ Page

Procedure Perform the following steps in order to access the FAQ page:

STEP	ACTION
1	Click the FAQ link on the navigation bar on the left side of the page.

The FAQ page displays as shown in Figure 31.

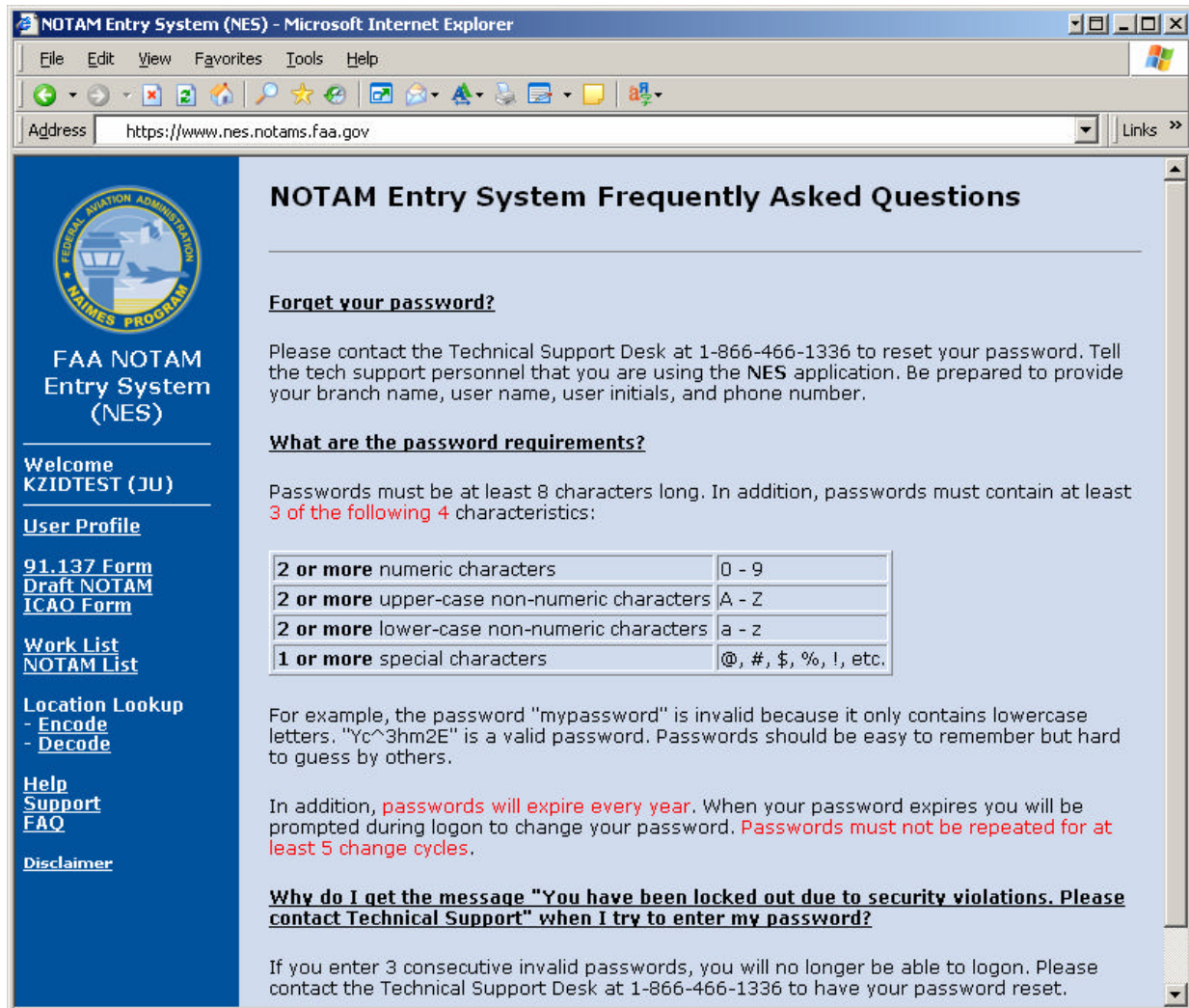


Figure 31 - FAQ